



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

## FOR AGENCY USE

Application Date

Application Number

## 1. Agency Address

Department of Education  
Office of Administrative Services  
Grants Management Section  
State Office Building  
Atlanta, Georgia 30334

## FOR RECORDS MANAGEMENT USE

Application Number

78-56

Date Received

MAR 10 1978

Date Completed

MAR 23 1978

## 2. Person to Contact

Glen A. Spurlock

## Working Title

Records Management Officer II

## Telephone Number

656-2449

## 3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☐ Amend Application No. \_\_\_\_\_ Check One: ☐ Change; ☐ Supersede; ☐ Void

## 4. Dates of Series

Earliest

Latest

1971

to date

## 5. Records Series Title (followed by title used in office; if different)

Modified Attendance Reporting Files

## 6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Grants Management Section coordinates the administration of educational grants, both federal and state, between the department and local units of education; develops contracts; provides forms management services; administers the records management program; provides systems and procedures services; and coordinates delivery of Electronic Data Processing services with the Department of Administrative Services.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to: approval of the request by local school systems to modify their attendance reporting systems from the methods prescribed by the State Board of Education. This is usually done by the computerization of such records.

Included are:

1) Request to modify the reporting system; 2) Proposed procedures for the modified reporting procedure; 3) Forms used in the proposed system; 4) Copies of computer printouts generated by the modified reporting system; 5) Decision of the Modified Attendance Planning Committee; and 6) Related correspondence.

File is arranged:

alphabetically by the name of the school system.

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 20; Seven to twelve months old 20; Thirteen to twenty-four months old 20;  
twenty-five months and older 0?

## 9. Annual Rate of Accumulation of Records

Letter-size drawers 1; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

| YES | NO | 10. Questionnaire (Place an "X" in the proper column)  |
|-----|----|--|
| X   |    | a. Is this the official copy of the series?<br>If not, where is it?  |
|     | X  | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                     |
|     | X  | c. Is this a vital record?   |
|     | X  | d. Does this series have historical or long term research value?   |
| X   |    | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
|     | X  | f. Is the information contained in this series ever published? If yes, attach copy.  |
|     | X  | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.                            |
| X   |    | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Local agencies maintain copies.              |
|     | X  | i. Is this series (or a major portion of it) regularly microfilmed?  |
|     | X  | j. Does the record series result in a computer printout?   |

#### 11. Retention Requirements

The following requires the series to be kept:

|                          |   |        |                                   |   |        |
|--------------------------|---|--------|-----------------------------------|---|--------|
| a. State Law             | 0 | years. | d. Audit period                   | 0 | years. |
| b. Statute of limitation | 0 | years. | e. Administrative need            | 3 | years. |
| c. Federal law           | 0 | years. | f. Federal retention instructions | 0 | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other when superseded, obsolete, then, let, or no longer used.

☒ Hold in the current files area \_\_\_\_\_ month(s) 3 year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) When reporting system is superseded or no longer used, remove folder from active file and place in inactive file; cut off inactive file at end of each fiscal year; hold in current files area 3 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)

Date

Records Management Officer (Signature)

Date

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)

State Auditor/Designee

Secretary of State/Designee

Attorney General/Designee

State Records Committee (Signature)

Date

3-22-78

3-16-78

3-22-78